

UNIFORMS, CLOTHING, AND INDIVIDUAL EQUIPMENT

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UNIFORMS, CLOTHING AND INDIVIDUAL EQUIPMENT

STOW POLICE DEPARTMENT POLICY & PROCEDURE NO. 4.36 MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 17.5.2; 22.2.5	ISSUE DATE: 9/11/14
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I. GENERAL CONSIDERATIONS AND GUIDELINES

As service providers, employees should present a professional appearance to the public at all times and reflect a positive image as members of the department. A person who is neatly dressed and well-groomed instills confidence in others about his/her abilities. A professional uniform appearance also enhances morale, fosters teamwork, and develops *esprit de corps*.

II. POLICY

It is the policy of the department that:

1. Standards of uniform attire shall be maintained by this agency.
2. All employees shall present a neat, well-groomed, professional appearance while in uniform.
3. Non-uniformed employees shall present a neat, well-groomed, professional appearance while on duty.
4. Tattoos, Brandings, or Intentional Scarring

- a. Tattoos, brandings or intentional scarring, are allowed to be visible to the public after approval is given by the Chief ensuring policy Section II 4 b and c are adhered to.
- b. Tattoos, brandings, or intentional scarring are not permitted on the face, neck, ears, scalp, or hands.
- c. Tattoos, brandings, or intentional scarring that are gang related; that convey sexual, racial, religious, ethnic, or related intolerances; that promote a partisan political statement or expression; or that portray derogatory or offensive characterizations is prohibited.

5. Body Art or Modification

- a. Intentional, non-medical body modification that cannot be concealed or eliminated, such as split tongues, gauged piercings, and facial implants is prohibited. Any additional piercings that cannot be concealed by clothing, such as those in the tongue, nose, lip, face, etc, must be removed while on duty or in uniform

6. Exceptions may be made by a competent authority if necessitated by the police mission.

III. DEFINITIONS

- A. *Civilian Attire*: Non-uniform clothing.
- B. *Business attire*: Dress clothes such as business suit, suit coat, dress pants, shirt and tie for men, or a business dress or pants suit for women.
- C. *Business Casual*: Neat casual clothing such as khakis, dress shirt, polo shirt, etc. Jeans are not considered business casual.
- D. *Uniform Accessories*: Articles approved by the Chief of Police which may be worn with the official uniform.
- E. *Uniform of the Day*: Uniform as directed by this policy or a competent authority.
- F. *Uniform Insignia*: Patches, name tags, rank insignia, and other items worn on the uniform.

IV. PROCEDURES

A. *Employee Attire*

- 1. Generally: Employees should present a professional appearance to the public at

all times. However, exceptions may be authorized for medical necessity or to further the police mission.

2. COURT:

- a. Business attire is always appropriate for court appearances and mandatory for Jury Trials, Grand Jury, and Superior Court.
- b. The uniform of the day is also appropriate for District Court, Clerk Magistrate appearances, or hearings at the Registry of Motor Vehicles.

3. Special Assignments: Attire for special assignments may be directed by The Chief of Police or his designee

4. TRAINING:

- a. In-service training: Uniform of the day.
- b. Classroom type training: Uniform or business casual unless otherwise specified.
- c. Firearms training: Jeans or tactical pants, outdoor type clothing and footwear, weather appropriate. Body armor is always required at the range.

5. SERVICE WEAR

a. Police Officers

- 1) Administration: Uniform of the day or business attire.
- 2) Investigations: Business attire unless otherwise authorized by a supervisor for an investigative function.
- 3) Patrol: Employees shall wear the Class B uniform with duty belt while performing patrol duties. Specialty assignments are authorized to wear alternate uniforms while performing those duties.
 - a) Motorcycle Officer: Motorcycle uniform.
 - b) Tactical Team Member: Class C uniform.
 - c) Canine Officer: Class C uniform.
 - d) Bicycle Officer: Bicycle uniform.
 - e) Marine Patrol: Marine uniform.
- 4) Extra-duty Details: The Class B uniform of the day shall be worn for most details. While working traffic details, officers may wear a firearm in a pancake or molded polymer holster rather than the complete duty belt. Officers must also carry handcuffs, portable radio and at least one spare magazine.

- 5) Services: Uniform of the day, Class C uniform, business casual
- 6) Variations to normal attire may be authorized by a supervisor.
- b. Dispatchers: Business casual **OR** Dispatchers will be uniformed while performing dispatching duties.
- c. Clerical: Business casual unless otherwise authorized.
- d. Animal Control Officer: Employees will generally be uniformed while performing normal duties.
- e. Crossing Guard: Employees will be uniformed while performing crossing guard duties. Clothing shall be weather appropriate and include an approved, high visibility traffic safety vest or crossing straps.

B. Department Uniforms

1. WEARING OF UNIFORMS GENERALLY

- a. All uniform items issued or paid for by the department are property of the department.
- b. Summer uniform may be worn from spring to fall at date determined by the Chief of Police or his designee. Winter uniform must be worn in the fall to the spring at a date determined by the Chief of Police or his designee. Exceptions for unseasonable weather may be authorized by the Chief of Police or his designee.
- c. Only members of this department are authorized to wear a department uniform. Uniforms may be worn only for an official police purpose.
- d. Only issued or authorized uniform items may be worn as part of this department's uniform.
- e. Civilian clothing shall not be worn with any distinguishable part of the uniform unless the employee is commuting to or from duty.
- f. Officers shall keep their uniforms neat, clean and well-pressed at all times.
- g. Care should be taken not to wear threadbare or faded items.
- h. The uniform cap shall be worn out of doors/vehicles unless otherwise directed by competent authority.
- i. Officers shall not wear any identifiable part of the uniform outside the limits of the community except while in the performance of official duty, while commuting to and from duty, or with the permission of the Chief of Police.

2. AUTHORIZED UNIFORMS ITEMS GENERALLY

- a. Footwear: The following footwear is authorized to be worn with the department uniform unless otherwise specified:
 - 1) Black, low quarter, leather uniform shoes.
 - 2) Black leather athletic/walking shoes.
 - 3) Black leather or ballistic nylon/leather combination uniform boots.
- b. Except for bicycle patrols, uniformed employees wearing footwear where the socks are exposed shall wear black or navy blue socks.
- c. Undershirts shall not be exposed at the collar or sleeve. Undershirts exposed while wearing the department uniform must be white or black in color.
- d. Insignia
 - 1) No buttons, insignia, attachments or coverings of any kind will be worn on a department uniform unless it is authorized by the Chief of Police.
 - 2) A black mourning band may be worn around the department badge when a law enforcement officer is killed in the line of duty in the Commonwealth, or when authorized by the Chief of Police. The band may be worn from the time of official death notification through the day of the funeral.

3. POLICE OFFICERS

- a. Class A, Dress Uniform
 - 1) The dress uniform will consist of a uniform dress blouse, pants, white or navy blue long sleeve uniform shirt, and black tie.
 - 2) Footwear shall be black, patent leather, high gloss **[low quarter shoes or paratrooper boots]** with black socks.
 - 3) Duty belt, holster, magazine holders and cross strap shall be of black, patent leather, high gloss finish.
 - 4) Insignia:
 - a) The department patch shall be standard and sewn on to both sleeve(s) of the dress blouse, one half (1/2) inch from the shoulder seam, centered on the shoulder.
 - b) A coat badge shall be worn on the left breast of the dress blouse, as provided by the garment manufacturer.
 - c) A name tag shall be worn over the right breast pocket.
 - d) Military service ribbons may be worn one half (1/2) inch above the name tag.

- e) A uniform tie bar shall be worn, even with the lower edge of the shirt pocket flap.
 - f) Service Stripes
 - i. Service stripes may be worn on the left sleeve of the dress blouse. The stripe(s) shall be situated one half (1/2) inch above the upper cuff seam with the rear of the stripe abutting the sleeve crease. A single stripe shall signify five years of service as a reserve and/or full time sworn officer.
 - ii. Patrolman service stripes shall be **determined**
 - iii. Superior officer service stripes shall be gold
 - g) The dress hat shall be worn with the hat badge affixed to the front of the hat, as provided by the manufacturer.
- b. Class B, Patrol Uniform
- 1) Summer uniform consists of uniform short sleeve shirt, pants, mesh uniform hat and footwear.
 - 2) Winter uniform consists of uniform long sleeve shirt and tie or turtleneck shirt, pants, cloth uniform hat and footwear.
 - 3) Outer wear: Uniform jackets, coats, uniform sweater, insulated cold weather hat, department watch hat, rain gear and black gloves. High visibility traffic vest or cross straps, and gloves may be worn while directing traffic.
 - 4) Insignia
 - a) Department Patch: The department patch will be worn on **BOTH** sleeve(s), centered on the sleeve crease, one half (1/2) inch from the shoulder seam.
 - b) Patrolman badges, name tag and other insignia shall be of polished chrome finish. Superior officer badges, name tags and other insignia shall be of polished brass or gold finish.
 - c) Name Tag: The name tag shall be worn on the right side Name tags shall be worn on uniform shirts. Name tags shall not be worn on rain gear.
 - d) Badge: The department shirt badge shall be worn left side above the shirt pocket, as provided by the clothing manufacturer. A coat badge shall be worn on outerwear in the location provided by the clothing manufacturer. If no location is provided by the manufacturer, a badge need not be worn on that outer garment.

Rank insignia shall be worn on all shirts and outerwear with the exception

of rain gear.

- e) Sergeant Chevrons shall be worn on both sleeves in a position one half (1/2) inch below the department patch, centered on the sleeve crease.
- f) Rank insignia for other superior officer ranks shall be worn sewn onto or pinned to both of the shirt or outerwear epaulets, one inch from the sleeve shoulder seam. Insignia on shoulder boards may be worn on the epaulets of outer wear.
- g) Service Stripes
 - i. Service stripes may be worn on the left sleeve of the long sleeve shirt and outerwear, other than rain gear and uniformed sweater. A single stripe shall signify five years of service as a reserve and/or full time sworn officer. The stripe(s) shall be situated one half (1/2) inch above the upper cuff seam with the rear of the stripe abutting the sleeve crease.
 - ii. Patrolman service stripes shall be determined by the Chief of Police
 - iii. Superior officer service stripes shall be gold
- h) Collar Insignia: State seal
- i) Motor Cycle Officer patch
- j) Traffic Officer Patch
- c. Class C, Utility Uniform
 - 1) The uniform consists of a black, BDU, long sleeve shirt, pants, utility hat and footwear.
 - 2) Class B uniform outer wear may be worn with this uniform.
 - 3) The Class B duty belt or a ballistic nylon duty belt is authorized to be worn with the Class C uniform.
 - 4) Insignia:
 - a) Department Patch: The department patch will be worn on **BOTH** sleeve(s), centered on the sleeve crease, one half (1/2) inch from the shoulder seam.
 - b) Badge: A cloth badge shall be affixed over the left breast, above the pocket.
 - c) Name Tag: The employee's name shall embroidered and affixed over the right pocket.

d. Bicycle Patrol

- 1) This uniform consists of a **bike** shirt which may be worn with short long pants, and a protective helmet. Footwear is black athletic shoes with white socks for short pants, black or navy blue socks for long pants. The Class B duty belt or a ballistic nylon duty belt may be worn.

- a) A **police** jacket may be worn as outerwear.

2) Marine Patrol

- a) This uniform consists of a **police** shirt which may be worn with short or long pants and utility hat. Footwear is black athletic shoes with white socks for short pants, black or navy blue socks for long pants. The Class B duty belt or a ballistic nylon duty belt may be worn.

- b) A **police** jacket may be worn as outerwear.

- c) [DESCRIBE FLOTATION VEST IF PROVIDED OR REQUIRED.]**

C. Individual Equipment

1. BADGES

- a. Badges shall be issued by and remain the property of this department and must be returned as directed by a competent authority.
- b. Animal Control Officer: Shall be issued one each, shirt, jacket, and wallet badge.
- c. Crossing Guard: Shall be issued one each shirt, jacket, and hat badge.
- d. Dispatcher: Shall be issued one shirt badge.
- e. Police Officer: Shall be issued one each shirt, jacket, wallet, and hat badge.

2. Body Armor: For information see the department policy on ***Body Armor***.

3. Duty Belt: At a minimum, the basic duty belt shall consist of a "Sam Brown" belt, holster, magazine holder, handcuff case, radio case and keepers. Additional weapons and holders may be issued or authorized. Additionally, the following accessories are authorized. Accessories must be of similar material to the belt (nylon, leather, etc.). Equipment may be added to vest carriers and carried on the vest carrier instead of the duty belt, with the approval of the Chief of Police.

- a. Folding knife and case
 - b. Leatherman or similar tool
 - c. Pagers
 - d. Cell phones

- e. Key retainers
 - f. Baton ring
 - g. Flashlight and holder
4. Identification: Department identification cards shall be issued by and remain the property of this agency and must be returned by the employee as directed by a competent authority. Identification cards shall be issued to:
- a. Sworn Full Time Police Officers
 - b. Sworn Part Time Police Officers

D. Uniform and Clothing Issue

1. Uniform and Equipment Initial Issue: An initial issue of clothing shall be issued to new employees of the following job functions: [22.2.5]
- a. Full Time Police Officer
2. Change of Uniform: In the event that an authorized uniform item is changed, existing uniform items shall remain in service as directed by the Chief of Police. The Chief may direct that the item be:
- a. Replaced immediately at the cost of the department;
 - b. Replaced when no longer serviceable; or
 - c. Replaced at the discretion of the employee, paid for from the employees clothing allowance.
3. PROMOTIONS
- a. Upon an employee's promotion to the rank of sergeant, the employee's uniforms shall be updated with sergeants' chevrons at the expense of the department.
 - b. Upon an employee's promotion from the rank of sergeant to a higher rank, clothing bearing sergeants' chevrons stitched to the garment shall be replaced with garments bearing the appropriate rank at the expense of the department.
 - c. Upon an employee's promotion from a rank above sergeant to another rank, the employee's uniforms shall be updated with the appropriate rank at the expense of the department.

E. Obtaining Clothing and Equipment

1. INITIAL ISSUE:
- a. Clothing: New employees shall be provided with a uniform and equipment purchase authorization. New employees may obtain the specified uniform and

equipment items from an approved vendor.

- b. Individual Equipment: Employees shall obtain department issued uniform and equipment. The issued items shall be recorded on an **[EQUIPMENT ISSUE FORM]** which shall be maintained by Chief of Police or his designee [17.5.2]
2. MAINTENANCE ISSUE: Employees may obtain replacement uniform items:
 - a. By charging replacement items at an approved vendor against the employee's clothing allowance **as specified in employees' collective bargaining agreement**
 - 1) Patrolman
 - 2) Dispatcher
 - 3) Detective
 - 4) Police Officer
 - 5) Superior Officer

F. Lost, Stolen, Damage Reporting: Loss or damage of uniform items, badges, insignia, or individual equipment issued by this department shall be reported in writing to **The Chief of Police or his designee** as specified in the Department Rules and Regulations

G. Returning Issued Equipment

1. Issued Police Department property shall be returned upon separation from Police Department employment, when no longer needed or serviceable, or when instructed by a competent authority.
2. Upon return, **The Chief of Police or his designee** shall provide the employee with a receipt for the returned equipment.
3. Returned items shall be inspected for serviceability. Serviceable items may be re-issued. Some items which may be re-issued are:
 - a. Portable Radios
 - b. Firearms and magazines
 - c. Flashlights
 - d. Impact Weapons
 - e. Badges
 - f. Outer wear
 - g. Citation Book Holders

- h. Forms Boxes
- i. Other items as determined by the Chief of Police.
- 4. Uniform items discarded by employees shall be
 - a. destroyed so as to render them no longer serviceable and to keep them from being used by unauthorized personnel to impersonate a department employee.
 - Or**
 - b. issued to **another department member who may choose to use this equipment.**

H. Separation from Service and Retirement

- 1. Officers who separate from the department without retiring or retire for medical reasons are required to return all uniform clothing, firearms, weapons, magazines, individual equipment, body armor, badges and identification. Footwear and gloves may be retained by the separating member.
- 2. Officers who retire after satisfactorily completing their service and wish to remain a special police officer may retain all uniforms, outerwear, hats, footwear and duty belt at the discretion of the Chief of Police, until such time as they no longer actively work as a special officer.
- 3. Retired members shall be issued a retirement identification card and badge.